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		Annexes: (part of the present directive)

## The mandatory use of the eye protection equipment required in Hall I

### Objective:

Preserving the health of the employees and general accident prevention through an efficiently observable and enforceable policy based on logical, practical approach. The policy only supplements and does not replace the provisions of work instruction No. T-U.29.0299.0023 – Rules of personal protective equipment allocation.

### Scope of validity:

The present policy applies to all Schaeffler Savaria employees, external parties and visitors, provided that

- they perform work or stay at the production workplace specified in Section 4.1
- and they carry out the activity detailed in Section 4.2 in production hall I and in the related service areas, and in the offices of the hall, as well as in other outer areas.

The policy shall be valid until withdrawal.

Change No.	Index	Brief description of the change	Date	Created/ amended by	Checked by	Approved by
	00	Creation of the document	09.01.2012	István Tamás	Rita Kenyeresné V.	Michael Reinig
	AA	Clarification (Section 3: external parties, Section 4: exceptions)	28.03.2012	István Tamás	Rita Kenyeresné V.	Michael Reinig
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	AE	Annual review + structure + competence (external parties) + excerpt instead of annex	01.02.2018	István Tamás	András Gazdag	Tibor Szigeti
	AF	Branding review and points 4 and 5	28.01.2019	Gabriella Kámán	András Gazdag	Tibor Szigeti

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**1. Objective**

Preserving the health of the employees and general accident prevention through an efficiently observable and enforceable policy based on logical, practical approach. The policy only supplements and does not replace the provisions of work instruction No. T-U.29.0299.0023 – Rules of personal protective equipment allocation.

**2. Scope of validity**

The present policy applies to all Schaeffler Savaria employees, external parties and visitors, provided that

- they perform work or stay at the production workplace specified in Section 4.1
- and they carry out the activity detailed in Section 4.2 in production hall I and in the related service areas, and in the offices of the hall, as well as in other outer areas.

The policy shall be valid until withdrawal.

**3. Definitions**

Liaison (contact person): the Schaeffler Savaria employee who orders/requests the work, or any person of at least middle-management position who makes the work preparations for persons carrying out the work, or hosts or escorts visitors.

External Party: a person not employed by Schaeffler Savaria Kft., who works for Schaeffler Savaria Kft. based on valid contract or order.

External subcontractor: an employee who gets integrated into the employee organization of Schaeffler Savaria Kft., and whose work is controlled directly by Schaeffler Savaria Kft.

External 3<sup>rd</sup> Party: an employee who performs his/her work according to the framework requirements given by Schaeffler Savaria Kft., but who is not controlled by Schaeffler Savaria Kft. directly.

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#### 4. Description

If the use of the protective equipment is prescribed by the user manual or other manufacturer's documentation, then that rules shall be observed. In addition, we regulate the rules of wearing protective equipment with workplace-specific and activity-based approach.

##### 4.1. Workplace-specific obligation to wear eye protection equipment

The use of mechanical safety glasses is mandatory:

- at the adjusting collar – Verstellring - pre-assembly workplaces of the MU1 production areas and in workplaces of other spring tacking-like activities, as well as for error code surfacing
- at the adjusting collar assembly workplaces of the MU1 production areas, if a spring-loaded adjusting collar will be inserted
- in the MAG welding workplaces of the ZMS area, but only for the work process of removing the splatter
- for the work processes of the ZMS post-production stations which entail mechanical danger

It is mandatory to wear the glasses protecting against chemical effects (for the operations of chemical wash – cleaning):

- for the chemical work processes of the ZMS section manufacturing station

##### 4.2. Activity-based obligation to wear eye protection equipment

It is mandatory to wear mechanical safety glasses

- for all activities in course of which grains and shards may spring into the surroundings of the work (e.g. for drilling, milling, grinding, surfacing, pressing, riveting, rapid cutting, hammering processes), and
- for all operations with compressed air (e.g. with hand pistol), when the work is carried out with a medium of high energy, and it may snap up solid grains

It is mandatory to wear chemical-resistant safety glasses

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- for all works with chemicals (the prevailing document is the safety data sheet), and
- for all activities when the work is carried out with a (chemical) medium of high energy (high-pressure washer), and chemicals may splash out or pressurized chemical may shoot out

Chemical-resistant field of view may also be used for protection against the solid substances springing out (appropriate plastic profile or metal mesh), against liquid splashes, vapour spouts – following discussion with the environmental protection, work safety and fire protection (hereinafter referred to as EHS) group.

The obligation to wear eye protection equipment shall also apply to the persons staying within the impact range of the activity.

The mandatory use of safety glasses is shown by safety and health (work safety) signs as well at the sites [at the mentioned places in 4.1 point](#).

## 5. Process and responsibilities

The determination of the eye protection equipment to be provided shall be the task of the environmental protection, work safety and fire protection (hereinafter referred to as EHS) group. Based on the specifics determined by the EHS groups, the purchasing department shall be responsible for selecting the types of the concrete hearing protection gear and for keeping constant stock thereof. [Different safety equipments from the generally accepted types can only be used with the approval of the occupational health doctor and EHS team.](#)

The eye protection equipment may be requested and taken from the H&B warehouse on the appropriate form countersigned by the immediate workplace superiors.

The immediate workplace superiors, as well as the liaison (contact person) shall be responsible for the provision of the eye protection equipment in the departments.

If the external party gets integrated in the employee organization of Schaeffler (subcontractor), and the work of such party is controlled directly by any Schaeffler workplace executive, then the immediate Schaeffler workplace executive shall be responsible for the provision of the eye protection equipment of the external party, except if any contractual agreement provides otherwise.

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If the external partner performs his/her work according to the framework requirements given by Schaeffler Savaria Kft., but is not controlled by Schaeffler Savaria Kft. directly, then the external work supervisor or work foreman, or the Schaeffler contact person shall be responsible for the provision of the eye protection equipment of the external partner (3<sup>rd</sup> party), except if any contractual agreement provides otherwise.

The contact person shall decide on the eye protection of visitors, after having considered the dangers and the provisions of the policy (with the involvement of the EHS group, if necessary).

All executives and contact persons shall regularly inspect the wearing of the protective equipment within their area of competence.

Breach of the work instruction may result in disciplinary procedure.

The workplace community is also obliged to warn those who violate the rules.

The policy shall be reviewed at least every 3 years. The sector leaders and the segment leaders shall notify the EHS group of all significant technological changes and / or changes concerning working methods, in order to ensure the urgent review of the policy.

The immediate workplace superiors (in case of external parties, the work supervisors, work foremen and the contact person) shall be responsible for the introduction and enforcement of the present work instruction.

## 6. Information and notes

See: Section 6.1.

### 6.1. Related documents

User manuals, other manufacturer's documentation

T-U.29.0299.0023 - Rules of personal protective equipment allocation

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